

V. Deputy Director (Support)

Question: 1. How does the Special Support Staff go about determining the level of representational allowances for overseas stations? What is the total intended for this purpose in 1960 budget? (E-1-5).

Answer : In addition to the individual review and approval of each representation allowance the SSA-DD/S conducts an annual review of all representation allowances with the Area Divisions concerned for the purpose of determining the amounts which should be authorized for each post for the forthcoming year. In fixing the amount of a representation allowance, consideration is given to the nature of Agency activities at each post and the use which should be made of representation funds to accomplish specific Agency objectives or to advance general Agency and U. S. interests. Following this review a schedule of posts and the amount of representation allowance recommended for each post is prepared. This schedule is reviewed and approved by the DD/P and forwarded to the DCI for final approval. The DCI, in his approval of such schedules, has stipulated that, although adjustments in amounts may be made between the various posts, the total amount authorized may not be exceeded and that any single representation allowance in excess of  may not be authorized without his prior approval.

No amount is specifically identified for representation expenses in the FY-1960 budget; however, the process outlined above will be used to control the amounts actually authorized for representation purposes.

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V. Deputy Director Support

A. Office of the Comptroller

1. Q: How extensively has overseas financial property accounting been installed? (E-3-5)

A: As of 30 June 1958, 74 percent of the Agency's overseas inventory of property owned was under financial accounting for property procedures. It is planned to implement financial accounting for property procedures for the remaining 26 percent of inventory during FY 1959.

COMPTROLLER

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A. Office of the Comptroller

2. Q: How will simplification of the allotment system affect problems of financial management? (E-3-8)

A. The allotment system is primarily for fund control. Simplification is designed to provide greater flexibility in the use of fund authority and has little effect on the financial management problems of providing better information on which to base decisions and control operations. These are technical problems involving levels and degree of costing and other detailed information that are present regardless of the simplicity or complexity of the allotment system.

Changes in the allotment system, like changes in any system, affect the general problem of education.

The education problem in allotment simplification could be itemized as follows:

1. Creating a better understanding of the additional responsibilities that go with increased flexibility in the use of fund authority.
2. Establishing simplified internal record or memoranda systems to assure the integrity of the higher level allotment.
3. Encouraging and assisting management in the use of cost data for the purposes of making decisions and controlling operations at lower levels in the organization.

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3. Vouchers or accountings for projects must be approved by the appropriate approving officer. Vouchers or accountings submitted in connection with a project or activity for which a Fiscal Annex has been prepared must be supported in accordance with the provisions of the approved Fiscal Annex. Vouchers or accountings submitted in connection with a project or activity for which an Administrative Plan has been prepared and approved must be supported in accordance with the provisions of the Administrative Plan. Vouchers or accountings for projects not covered by Administrative Plans or Fiscal Annexes must specify the purpose of the payment and must be supported by receipts or justifications for the failure to submit receipts. This justification must be satisfactory to the certifying officer.

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A. Office of the Comptroller

4. Q: Why is a new payrolling procedure for staff employees needed? (E-3-13)

A: The processing procedures and techniques used in the processing of staff employee pay accounts were reviewed and are now in process of being revised in order to establish as much uniformity as possible between the agent and staff payrolls for:

- a. Uniform processing forms
- b. Uniform employees statement of earnings and deductions
- c. Increase use of the Electronic Accounting Machines now available in the Agency.

*Why? (E-3-13) uniformity?*

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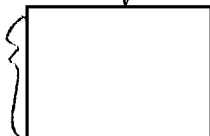
A. Office of the Comptroller

5. Q: What do Regional Certifying Officers do? (E-3-13)

A: A Regional Certifying Officer is a Senior Authorized Certifying Officer which has been located at a central overseas post for the purpose of providing financial and certifying service to small Class B Stations in the surrounding area. The small stations of the designated area submits its financial reports to the Regional Certifying Officer for (1) examination, (2) certification and (3) subsequent reporting to Headquarters under the Class A Station accounting and reporting procedures. Under this plan the financial transactions of the Class B Stations are finalized insofar as certification by an authorized Certifying Officer much sooner than if such reports were being forwarded to Headquarters. The Regional Certifying Officer makes periodic visits to the stations being serviced wherein he is able to render advice and assistance in the financial problems of the station. Likewise, he is available to the stations on short notice when financial emergencies develop to render assistance.

*How many: 3*

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V. Deputy Director (Support)

B. Office of Personnel

1. Question: Explain the responsibilities and functioning of the Overseas Evaluation Panel. (E-4-1)

Answer: The Overseas Evaluation Panel reports to the Director of Personnel. It is comprised of representatives of the Offices of Personnel, Security, and Training and of the Medical Staff. Once a week it reviews pertinent data concerning individuals proposed for assignment overseas to assist in avoiding such assignments for those individuals who, while completely satisfactory and adequate in the headquarters environment, are unlikely to adjust satisfactorily to the overseas environment.

2. Question: Is CIA planning to seek new retirement legislation next spring? (E-4-1)

Answer: Yes.

3. Question: Explain the present system of ceiling and position authorizations and how the simplified system will work. (E-4-5)

Answer: The present system of ceiling and position authorization provides for the allotment of ceiling (personnel authorizations) by organizations, i.e., authorized ceiling is allocated by the

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Page 8 (continued)

V. Deputy Director (Support)

B. Office of Personnel

DCI to the Deputy Directors who, in turn, allocate this ceiling to the organizations under their jurisdiction. Position authorizations are approved on the basis of submitted tables of organization. The submitted T/O's or changes in an established T/O are forwarded by the operating official to the Chief, Management Staff. Chief, Management Staff, coordinates the requested change with the Director of Personnel (for classification purposes) and the Comptroller. Following such coordination, Chief, Management Staff, forwards to the Deputy Director (Support) his views on the request. Upon approval by the DD/S of the requested change, the Director of Personnel issues a Form 261, officially establishing the change. After issuance of the Form 261, the operating unit may then slot its individuals against the official positions.

Under the new system, the DCI will authorize ceiling allocations to the Deputy Directors. Each of the latter will reallocate this overall ceiling to the heads of Career Services under their jurisdiction. This Career Service allocation will cover all of the designees of that Career Service regardless of their organizational assignments. There will no longer be an organizational ceiling as such, but operating officials who are heads of organizations will call upon the individual Career Services to meet their work requirements.

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V. Deputy Director (Support)

B. Office of Personnel

Organizational work requirements will be reflected through the submission of an organizational planning paper on an annual basis. The planning paper will be forwarded through the Deputy Director concerned, coordinated with Chief, Management Staff, the Comptroller, and the Director of Personnel prior to final approval by the Deputy Director (Support). Once approved, the planning paper will become the staffing complement of the organization and will reflect the position structure required to accomplish the work burden of that organization as it is foreseen for the next twelve months. The position structure will be composed of limited and flexible positions, the former positions approved for maximum incumbency at any one time and the latter positions approved for multiple incumbency as ceiling permits. The use of flexible positions will eliminate the need for continued requests by the operating official to delete or add individual slots whenever he needs to shift his staffing pattern to meet changing work requirements. The paper work formerly required in requesting official approvals of T/O changes will no longer be necessary in most instances when personnel requirements change at the working level.

Upon the approval of organizational staffing complements and following the allocation of Career Service ceilings, individual Career Service Staffing Authorizations will be developed

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Page 3 (continued)

V. Deputy Director (Support)

B. Office of Personnel

For each Career Service. The Career Service Staffing Authorization will be submitted on an annual basis. It will adjust its current civilian staff for any expected changes brought about by attrition and recruitment so that it may consider this staff against approved organizational staffing complement requirements at each grade level levied against that Career Service.

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V. Deputy Director (Support)

B. Office of Personnel

6. Question: Explain the new Fitness Report. (E-4-9)

Answer: The new fitness report is two sides of one 8" x 10 $\frac{1}{2}$ " sheet. Its predecessor was twice as long. We have omitted a series of questions having to do with "potential" as contrasted with "performance". We made this change because:

(1) we found that supervisors were inclined to make all of their uncomplimentary observations about a man in the section called "potential," which by its very nature could not be shown to the individual and (2) we had in the interim developed a system of career planning which provided a sounder basis for evaluating potential than was supplied in the speculations of the immediate supervisor.

Attachments: One copy each of new and previous forms.

7. Question: Explain the funding of the Specialist Reserve Unit. (E-4-11) Why the sharp increase in Travel and Personnel Services costs on E-4-11?

Answer: The Specialist Reserve Unit will be operated on a small, pilot-operation basis during 1959 and placed on full-scale operation in 1960. Persons selected into this unit will be brought to Washington, D. C. for special training. The

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V. Deputy Director (Support)

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substantial increase in personal services, travel and related costs is to support this increase in members of the group.

Members of the Specialist Reserve Unit will be earmarked for service with various components of the Agency. Administration of the unit, including budgeting, is handled centrally in the Office of Personnel.

CIA is also organizing a reserve component made up of personnel who have left the Agency but whose use during war does not depend on continuous training. The Specialist Reserve Unit concentrates, therefore, on personnel who must be used in the more technical fields such as communications.

8. Question: How are allowances currently handled for contract personnel? (E-4-12)

Answer: Contract personnel, who in the course of other use by CIA are displaced to countries other than that of normal residence and who will incur additional cost of living expenses by reason thereof, are provided appropriate allowances. Such allowances generally follow the pattern of post allowances, quarters allowances, and differential allowances paid to staff employees serving abroad under similar conditions. However, allowances for contract personnel are also subject to negotiation

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V. Deputy Director (Support)

B. Office of Personnel

with the individual and exceed or are less than staff employee allowances as the particular circumstances warrant.

9. Question: What is the purpose of introducing new university consultant contracts? (E-4-15)

Answer: New university consultant-contacts are being introduced for two principal reasons: to broaden the geographic coverage of this program without substantially increasing the number of consultants and to replace some of the consultants who have not made a sufficient contribution to warrant their continued participation in the program. We propose to maintain contact with most of the consultants who have been dropped from the formal program and thus derive the continuing benefit of their assistance.

10. Question: Why do the Clandestine Services need a separate Personnel Division? (E-4-16)

Answer: The Clandestine Services have by far the most difficult job to do in the fields of selection of personnel, management of their career development and assignment of individuals to jobs. The success of our work overseas depends on the professional qualifications of a case officer at the time of



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V. Deputy Director (Support)

B. Office of Personnel

his assignment overseas, including his knowledge of the language and techniques and his personal qualifications for the job which it is intended he will do.

The morale and effectiveness of the Clandestine Services as a whole depends in no small measure on our ability to place individuals returning from overseas assignments. During the first five or six years after the Agency was established, the area divisions were able to handle their own personnel quite adequately. In those rare instances where a person transferred from one division to another, arrangements were normally made between the division chiefs.

More recently the number of professional employees in the Clandestine Services in the middle and higher grades has increased considerably, the need to rotate individuals from one area to another has grown and the requirement that promotions be made competitively and at a slower pace has been accepted. The main brunt of personnel work in the Clandestine Services has, therefore, been transferred from the area divisions to the Career Service which is headed by the DDP and has as its executive apparatus one Career Service Board and three panels. We decided that, in order to provide efficient support to this apparatus, it would be necessary to establish a Personnel Division within the Clandestine Services.

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V. Deputy Director (Support)

B. Office of Personnel

11. Question: How are personnel assignments now determined and in what way does the Office of Personnel participate in those determinations? (E-4-17)

Answer: In general, there are two kinds of personnel assignments: the initial appointment of professional and clerical personnel and the subsequent reassignment of staff employees and staff agents.

The Director of Personnel is responsible for the initial appointment of personnel to the Agency. The various Career Services make their needs known to the Office of Personnel, and recruitment action is undertaken in the field if there are no available and qualified employees already on board to fill the vacancies. Recruitment requests from the Career Services are thoroughly screened in the Personnel Operations Division. Rosters of surplus personnel are gone over to be sure there are none with the appropriate qualifications to refer to the requesting Career Service. The Qualifications Analysis Branch, in most instances involving professional vacancies, will make machine-runs of Agency employee qualifications and placement officers will investigate the releasability of those employees considered as suitable candidates. If the above surveys are not successful in locating an acceptable candidate, the recruitment staff in the field is requested to

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V. Deputy Director (Support)

B. Office of Personnel

fill the requisition. The Office of Personnel will then refer appropriate applicants to the requesting Career Service. Upon acceptance of an applicant, the Office of Personnel is responsible for the processing procedure (salary determination, initiation of security processing, interim correspondence, arrangements for invitee travel for personal interviews, and medical and security pre-employment examinations). Upon completion of the processing, the Office of Personnel will officially call the applicant on duty and provide initial orientation and appointment.

Individual Career Services are responsible for implementing Agency policy insofar as internal personnel administration is concerned. In the cases of reassignment within the same Career Service, the head of that Career Service has the authority to effect the move; however, the Office of Personnel is finally responsible for authenticating the personnel action making the change official. This is authentication in terms of legal and technical requirements having been met.

Reassignments between Career Services are, in almost all instances, of concern to the Office of Personnel, particularly when the reassignment is necessitated by an individual's requesting such reassignment or a Career Service requesting such reassignment because that individual is surplus to its needs.

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V. Deputy Director (Support)

B. Office of Personnel

In the latter instance, the individual's qualifications, experience, and potential are examined by the appropriate personnel representative in the Personnel Operations Division. This information is examined in the light of current position vacancies throughout the Agency. The individual is then referred to that Career Service having needs for such qualifications. Personal interviews are arranged and records examined by representatives of the Career Service, such as biographic files provided by the Office of Personnel, official files, assessment and training results, etc. If such normal channels of reassignment are not successful in effecting a placement, in many cases the individual is referred to the Special Placement Committee made up of representatives of major Agency components and chaired by the Director of Personnel. The committee, in session, carefully evaluates the individual in terms of qualifications and potential and decides upon an appropriate assignment. This may involve either a directed assignment to a position which the individual is qualified to fill or a trial reassignment possibly for a period of six months to enable the gaining Career Service to carefully evaluate the individual's abilities before permanently accepting him into that Career Service.

The Special Placement Committee also takes action in effecting suitable assignments when an individual's career plan

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V. Deputy Director (Support)

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calls for movement between Career Service jurisdiction and when critical vacancies in a Career Service need to be filled with qualified employees from other Agency directorates.

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16 OCT 1958

Comptroller  
Attn: Chief, Budget Division  
Chief, Management Staff

Bureau of the Budget Questions (Page 8)

REFERENCE: V. Deputy Director (Support)

C. Management Staff

- " 1. To what extent does this staff have authority over reports issued by all components of the Agency? In this regard, how about fiscal management reports?

*Rev.*

Ans: None, including fiscal management reports.

- " 2. Does the staff have anything to do with DD/P?

Ans: We certainly do. There are six Management Staff Officers assigned to do O&M - methods, organization and procedures work within this area. This staff is headed by a PhD. in Public Administration who has had 12 years experience in this kind of work. Also, all of these officers are thoroughly experienced in this field.

- " 3. In studying reporting systems, what effort is made to examine consumer use of intelligence product?

*Rev.*

Ans: None. This is a function of the operating office itself.

Signed

[Redacted Signature Box]

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III Deputy Director Plans      Foreign Intelligence Staff

Efforts Made To Determine Customer Use of CS Reports

1. The primary device for determining the usefulness of CS reports to consumers is the so-called customer evaluation. There are two main types of customer evaluation:

(a) The single evaluation (i.e., an evaluation of a single CS report). These are normally requested by the disseminating Operating Division for reports on which they need evaluations for any reason. In the fiscal year ending 30 June 1958,   25X1B0B1

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(b) The group evaluation (an evaluation of a group of 10, 20, or sometimes as many as 50 CS reports from the same project). These are normally requested by the Requirements and Evaluation Branch, FI/Requirements, for reports from FI projects whose worth is not already clear from single evaluations and other indicators of value. In the fiscal year ending 30 June 1958, more than 100 group evaluations were obtained from customers.

2. Another important indicator of the usefulness of CS reports to consumers is the number of CS reports cited in the finished intelligence publications of the producing offices. This is a very conservative indicator, since a great many uncited reports are valuable for background. Today's memorandum from Chief, RQM/RC comments on OCI use of CS material. In the calendar year 1957 over 375 CS reports were cited in ORR publications, and in the first nine months of 1958 at least 366 reports were so cited.

3. Customer evaluations, which are frequently requested by DD/P on selected reports, indicates the value places upon such reports by customer agencies.

*(DD/P Comment on V-C-3 (Management))*

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4. In the past, customer agencies have also been asked for an over-all evaluation of CS reports and suggestions as to how these reports may be improved.

5. At the operating division and/or branch level, there is a considerable amount of informal discussion with officers of customer agencies regarding the value and use of CS information. During periods of crisis, or in cases where important CS information is being disseminated there are likely to be frequent talks with customers as to value and use of information.

  
Chief  
Reports Control

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ATTN : Chief, Budget Division  
Mr. [redacted]

17 OCT 1958

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Director of Logistics

Bureau of Budget Questions

Attached are the answers to the Bureau of Budget questions  
applicable to the Office of Logistics.

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[redacted]

JAMES A. GARRISON

Attachment:  
As stated above

Distribution:

- Orig. & 1 - Addressee, w/a
- ① - DD/S ([redacted]), w/a
- 1 - OL Official File, w/a
- 1 - OL/AS/B&FB, w/a
- 1 - D/L Hold, w/a

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OL/AS: [redacted] mail (17 Oct 58)

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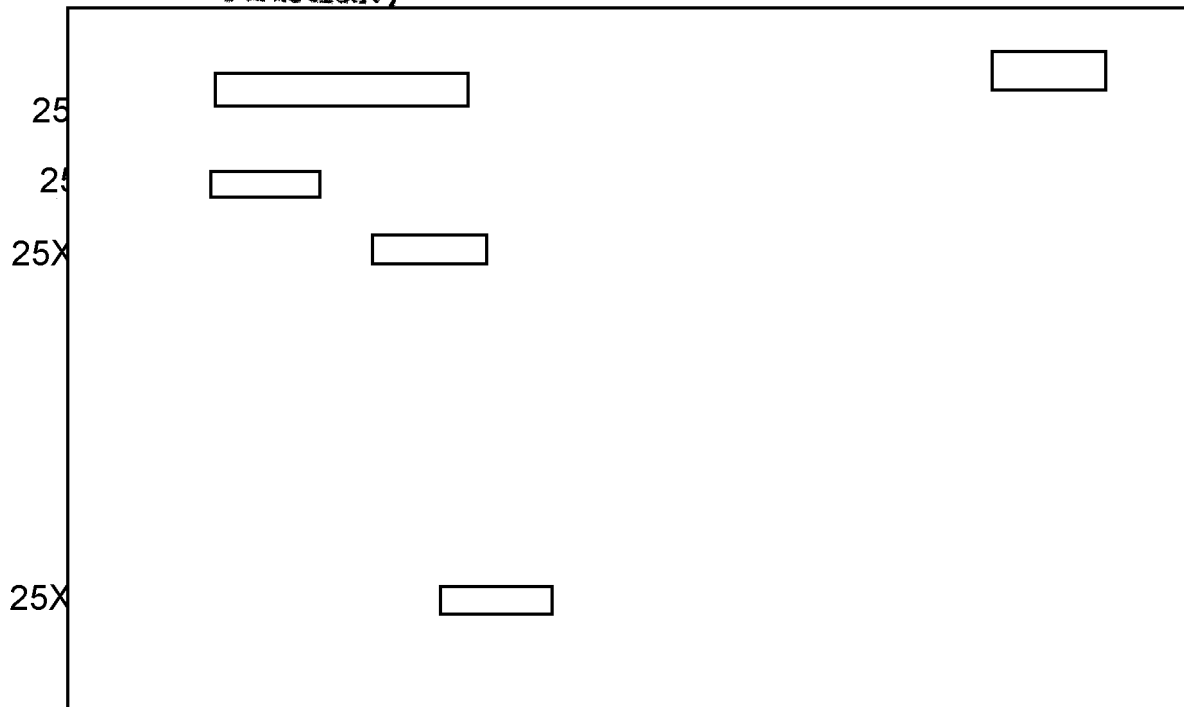
V. Deputy Director Support

E. Office of Logistics

1. Why the need to develop specifications for a new camera in the printing program: (E-7-10)

This camera is being developed for use in the reproduction of original material to be included in the Graphics Register file. This camera, which has been developed after a great deal of study, will greatly simplify and improve the printing of photographs for the Graphics Register program. The present equipment requires manual adjustment for sizes and also requires enlarging or reducing the legend along with the photograph. The new camera will permit semi-automatic enlargement or reduction and will reproduce the legend in the same size regardless of the enlargement or reduction needed for the photograph. Production of prints for this program will be greatly facilitated and the quality of the work will be improved when this camera is put into use.

(The statement contained in the Office of Logistics objectives which pertains to this camera indicates that the objective is to develop "specifications" for this camera. The objective, however, is to have the camera built and in use during fiscal year 1959. This objective will be accomplished as the camera is now under construction.)



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Recommendations for improvement in emergency plan facilities [ ] were submitted to the [ ] on 9 October 1958 by memorandum from the Director of Logistics.

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3. Why is research necessary to apply electronics to printing equipment and methods? (E-7-10)

The NIS program requires a large amount of printing in two or more colors. All such work must be produced manually by separating the colors by the use of filters on a regular offset camera. The negatives thus produced require laborious hand corrections for tonal values, dot structure, etc. All of this work is time consuming and one of the primary bottlenecks in the production of these publications. It is believed that a great deal of this work can be done by electronic devices which will automatically separate and correct the color negatives. While there are a number of such devices either on the market at the present time or under consideration by various manufacturers, it is not known whether any of them will be suitable for the work which this Division is required to do. Therefore, funds were requested for research and development work which may be necessary to adapt such a device to our needs if and when it is found feasible to do so.

In addition to the above, it is entirely possible that other phases of the graphic arts field may be drastically affected by the application of electronic processes. This Division plans to be alert concerning this situation and explore any possibilities which may develop in this regard. The Agency has already benefited by this policy of keeping fully informed of developments in the graphic arts. An example of this is the use of the Xerographic process. This is an electrostatic process which prints photocopies at a high rate of speed and for less than one-half the cost of conventional processes.

4. Why the increased costs of telephone services on E-7-151

Additional telephone station equipment rental charges and related off-premises mileage charges will be assumed throughout FY 1959 in order to maintain a satisfactory grade of telephone service. The increase in FY 1960 is required in order to place the part-time FY 1959 equipment charges on a full twelve-month basis.

**SECRET**

Additional flat rate message business telephone service and local message unit costs will be required to provide additional telephone service to Agency personnel and guards located at the new headquarters building site.

5. Explain the change to be made in maintaining property accountability. (S-7-17)

The Chief, Supply Division currently maintains the accountable records of all foreign field stations known as Detached Stations, or non-accountable activities. He has, in effect, been the Accountable Officer for all non-expendable equipment in use at such stations and bases. It is easily seen that this is not a completely satisfactory method for either property or financial accounting. To correct this, a simplified system of Financial Property Accounting has been developed jointly by the Office of Logistics and the Office of the Comptroller which will enable these stations and bases to maintain their own accountable property records and render the necessary financial reports, even though trained logistics personnel are not assigned. The Chief of Station or Base, or his designee, will then become the Accountable Officer in fact. It is planned to have this system implemented on or before 15 June 1959.

6. Explain the increase in other contractual services in S-7-18.

The additional funds are required by the [ ] Depot to place their payroll for [ ] on a full-year basis. We are required to pay for only a part of the year in FY 1959, but funds for a full year in FY 1960 will be necessary. Since we

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DD/s 58-4098

17 October 1958

MEMORANDUM FOR: The Comptroller

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ATTENTION

: Mr.

SUBJECT

: Reply to Bureau of the Budget

25X1A9A

As requested by Mr.  attached  
are proposed replies to the questions posed by  
the Bureau of the Budget.

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Signed

Acting Chief, Medical Staff

Attachment:

As stated above

25X1A9A

cc: Mr.

V. Deputy Director Support

G. Medical Staff

1. Q. What does the Dependent Medical Program consist of? (E-9-1)

A. The Dependent Medical Program is a system for the medical evaluation and counseling of dependents prior to overseas travel. The Program is similar to that operated by the Department of State under the provisions of Public Law 828, 84th Congress, and is based on a directive of the Acting Director of Central Intelligence of 21 September 1956. The Program became operative on 10 April 1958, when the first Agency dependents were examined and evaluated.

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**SECRET**

**2. Explain the new Junior Officer Training Program.**

The 1958/1959 JOT Program has been revised substantially to develop an integrated and extended program which will include two major areas of instruction. The first provides the necessary general preparation for service as a Junior Intelligence Officer. The second provides specialized training designed to meet the requirements of either the Clandestine Services, the DD/I, or those of the DD/S.

This program differs from those of the past in that: the content of instruction has been expanded; courses have been arranged in a more systematic and logical sequence; and the JOT's will now receive the bulk of their formal training prior to their first on-the-job assignments.

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3. Is the language <sup>adaptability</sup> ~~aptitude~~ test used regularly in admitting students to the language training program?

The language aptitude test is used regularly in admitting students to the language training program.

CONFIDENTIAL

**CONFIDENTIAL**

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4. Why not do the work intended for the external research contract by the Agency staff?

Reducing or eliminating A&E external research activities would result in:

a. Reduction of Psychological services to OER and the Agency, and

b. A poorer quality of product, in that it would prevent utilization of highly specialized talent we could not afford to hire on a full-time basis.

Furthermore, test development requires time from the "guinea pigs". Even if security permitted access to the kinds of people needed for test tryout, this would have to be held to a minimum so as not to interfere with on-going activities. Hence, it is extremely important to make sure a device has some promise before it is tried out internally. Restricting tryout to CIA personnel would seriously limit the development of tests utilized in the selection and placement program. It should be noted also that almost \$10,000 of our external contract cover not test development activities, but the maintenance of testing centers throughout the country for the testing of prospective Junior Officer Trainees and other applicants.

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5. Why are so many internal courses not conducted by the Office of Training?

The 130 courses taken outside OTR are both on-the-job and formal training in specialized subjects. A great number of these courses are concerned with training in methods, procedures, forms, and technical use of equipment that is peculiar to a specific office. Courses such as First Aid, Cable Analyst Training, Photography, Warehousing, Basic and Advanced Radio Operation, Teletype Maintenance, Manual and Machine Cryptography, Technical Interrogation (Polygraph), and many others are highly specialized and of concern to specific entities of the organization. All courses must be approved by the Director of Training under Agency regulations and are required to meet specific published criteria. Courses are inspected by staff members of OTR to determine adequacy of content, objectives, and the comprehension of study. Guidance and technical supervision are provided. If the criteria <sup>are</sup> ~~is~~ not met, disapproval is made by the Director of Training.

6. Why the cutback in external training in 1959? Is not the same reasoning valid for 1960?

As stated on page E-10-12, the requirements for external training as submitted to the Office of Training by all Agency components represent an estimated cost of [ ] as compared with actual expenditures of [ ] in Fiscal Year 1958. The reference on Page E-10-13 to a cut-back referred to the cut-back in funds and not requirements. It is still important to attempt to fill all requirements.

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7. Where is the decision made, what procedures are followed, and what conditions govern as to whether or not an applicant will be permitted to take a training course? Is most training directed or voluntary?

Entrance on duty training for all clerical and professional staff employees is mandatory under Agency regulations. Exceptions, because of experience, can be authorized by the Deputy Director concerned. Enrollment procedure is automatic. Other training is scheduled by supervisory officers for employees under their jurisdiction for which skill training is required for efficient job performance. Requests for internal training are forwarded to the Registrar, who determines the applicant's experience and the necessity for prerequisite courses, if desirable, and in discussions with supervisors recommends approval or disapproval of the training application. Training is both directed and voluntary. The majority of training is on a directed basis. The great percentage of voluntary training is in language study which is conducted before or after hours without compensation.

CONFIDENTIAL

8. Explain the functioning of the Inter-Agency Roundtable.

The inter-Agency Roundtable is a continuing conference of the directors of language training of the Department of the Navy, Department of the Air Force, National Security Agency, Department of State, U. S. Information Agency, and the Central Intelligence Agency. It is anticipated that the Department of the Army and the Army Language School soon also will participate.

The Roundtable is informal and meets usually on the last Friday of each month. Each agency, in rotation, serves as host and its representative serves as chairman and provides the agenda.

The Roundtable exists as a medium for exchanging information of common concern to persons responsible for most of the government's language training program with a view to improving quality of instruction, enlarging the opportunities for meeting requirements through availability of all programs to all agencies (on a space-available basis), and creating substantial financial economies through reciprocal and cooperative arrangements.

During its 18 months or so of existence, accomplishments are represented, inter alia, by substantial economies of government funds for extra-mural training, further economies through partial coordination of pay-scales for contract "native speakers" and consequent decrease of agency vulnerability to bargaining and pressures by prospective employees playing off one agency against another for higher pay, agreement to create cooperatively a central collection of language training films for use of all participating agencies, useful exchange of guiding information on teaching and testing methods and problems, and exchange of teaching materials.

And extra-curricular benefit derived by CIA, and in turn the participating agencies, has applied to the Agency's area program that is developing, in part, as an "activity in common" with shared responsibilities and benefits.

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9. What is the justification for language training of large numbers of people who will never serve overseas or have an appreciable official need for a language?

The Career Service of the Agency requires that an employee can be directed to serve overseas at anytime.

Employee skill in intelligence techniques, area knowledge and language proficiency are desirable training goals for the accomplishment of the Agency mission. A large number of employees now studying language, are doing so without compensation either before or after working hours. These employees may be directed to serve overseas and will be more capable in conducting Agency business. Language proficiency is necessary in the translation of the many documents, papers and periodicals which are reviewed daily for overt intelligence. The training and discussion of intelligence matters with foreigners in the U. S. in a language other than English is also productive of intelligence leads. Considering the voluntary aspect of training, the Agency is fortunate in gaining an additional employee asset which can be utilized in regular activities or on a crash overseas basis.

10. What will be the total estimated cost of language awards for 1959 and 1960? What will be the total estimated cost in 1959 and 1960 of the Voluntary Language Program, including salaries, books, equipment, etc.?

We estimate that language awards to be paid in Fiscal Year 1959 will total \$304,000. This same amount has been projected for Fiscal Year 1960 subject to revision on the basis of Fiscal Year 1959 experience, this being the first full year in which the program will have been in operation. Awards from 1 July 1958 to 16 October have totaled \$76,000.

In addition to these awards we estimate expenditures of \$88,000 for both Fiscal Years 1959 and 1960 to cover overtime of personnel engaged in teaching before and after hours and a nominal expenditure for books.

11. What are tradecraft guides?

The tradecraft guide referred to is the "Guide to Instruction in Basic Tradecraft". It is used in connection with the instruction of case officers and agents in the basic elements and techniques of clandestine operations.

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20 OCT 1958

ATTN : Comptroller  
Chief, Budget Division  
Director of Communications

Bureau of Budget Questions Regarding OC FY-59 and FY-60 Estimates

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The following are the answers to the list of questions that were hand carried to this Office on 15 October by [ ] of the Budget Division. It is my understanding that the reference to these specific questions is pages 10 and 11 of the BOB memorandum that contained the entire list of Agency questions.

1. Q. What are actual and estimated R&D costs for 1958, 1959, and 1960?  
Please provide a breakdown of the major items of these costs.
  - A. Attached is a list of the R&D program for the years involved.
- Q. What is the justification for building a wing on the R&D Laboratory in 1959? (It was not in the 1959 budget.)
  - A. Since the establishment of the Laboratory Building at its present site, there has been a continuing increase in the number and complexity of projects, including those for the ELINT program. Experience has shown that additional space is needed for the establishment of a suitable antenna range. Antenna measuring work to date has been done under outside contract, but this procedure has been far from satisfactory, in that the expenses involved were heavy and the time consumed was such that great difficulty was experienced in meeting operational deadlines.

The present machine shop area is being used to capacity and space is not available to install additional equipment which will increase the efficiency of the machine shop operation and permit a greater output with no increase in the existing number of personnel.

In order that equipments developed for the Agency, either by industry or in the Agency, may be properly tested under simulated environmental conditions, additional testing equipment is required. The present Laboratory Building cannot house such equipment, either from the space point of view or from a safety consideration.

The proper finish of equipment, i.e., plating and painting, is most important to obtain maximum reliability of equipments. The present Laboratory Building is not suitable for this work because of limited space and safety aspects from the point of view of personnel hazard and fire.

- 2 -

Increase in the number and variety of equipments fabricated, tested and modified at the Laboratory has increased the requirements for storage space for raw materials and parts.

As indicated above, there has been a continuing build-up of workload at the Laboratory. Plans for the additional space were considered at the time (1957) that the FY-1959 budget was compiled. However, in compliance with the Presidential request to minimize to the utmost all construction programs, it was determined to defer this project. The need for the Laboratory expansion has become more acute with the increase of Laboratory projects.

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